

YORK CATHOLIC DISTRICT SCHOOL BOARD

AGENDA

POLICY REVIEW COMMITTEE

Board Room, Catholic Education Centre

Monday, November 14, 2016

6:30 P.M. – Room 100

Trustee Members:

Chair, C. Ferlisi Vice-Chair, T. Ciaravella C. Cotton M. Marchese D. Mazzotta

Senior Admin: P. Preston F. Bagley

- | | Page |
|--|-----------|
| 1. OPENING PRAYER (see below) | |
| 2. APPROVAL OF THE AGENDA | |
| 3. APPROVAL OF THE PREVIOUS MINUTES – October 12, 2016 | 2 |
| 4. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING | |
| 5. OUTSIDE PRESENTATIONS: N/A | |
| 6. STAFF PRESENTATION(S): N/A | |
| Policy 611 Criminal Background Checks for Service Providers (A. Chan)..... | 5 |
| Policy 615 Educational Partnerships (C. Rosenberger) | 9 |
| 7. ACTION ITEM(S)/DISCUSSION: | |
| <u>ACTION:</u> | |
| Policy 106 Delegations to the Board and Input to Agenda Items (Addition of “Pupil Accommodation Review of Schools” parameters) (F. Bagley) | 21 |
| Policy 208 Student Disability Accommodation (follow-up from community consultation) (F. Bagley)..... | 27 |
| Policy 602 Safe Arrival, Safe Departure & Attendance –Elementary (Update, F. Bagley)..... | 38 |
| Policy 808 Travel, Meals and Expense Reimbursement (Update, A.Chan)..... | 43 |
|
<u>DISCUSSION:</u> | |
| 8. INFORMATION ITEM(S): | |
| Memo Re: Annual Summary Child Care/School Age Enrolment by Trustee (F. Bagley)..... | 46 |
| 9. NOTICES OF MOTION: N/A | |
| 10. FUTURE ITEM(S): | |
| Policy 119 Disposition of Complaints against Trustees | |
| Policy 217 Sexual Harassment (Students) | |
| Policy 403 Support Services Recruitment and Promotion | |
| Policy 404 Academic Services Recruitment and Promotion | |
| Policy 406 Performance Appraisal of Academic Staff | |
| Policy 407 Criminal Background Checks | |
| Policy 409 Occupational Health & Safety | |
| Policy 410 Principal & Vice Principal Performance Appraisal | |
| Policy 411 Workplace Accommodation | |
| Policy 423 Conflict of Interest Employees | |
| Policy 424 Disposition of Complaints About Board Employees | |
| Policy 425 Respectful Workplace | |
| Policy 426 Sexual Harassment (Workplace) | |
| Policy 427 Workplace Violence | |
| Policy 428 Racial & Ethnocultural Harassment | |
| Policy 703 Community Use of Schools | |
| 11. PROPOSED FUTURE MEETING DATES: (December 6, 2016, December 13, 2016, January 24, 2017)? | |

Merciful Father,
hear our prayer
and console us.
As we renew
our faith in Your Son,
whom You raised from the dead,
strengthen our hope
that all our departed brothers and
sisters
will share in His resurrection,
who lives and reigns
with You and the Holy Spirit,
one God, for ever and ever. Amen

ADJOURNMENT

IMPORTANT NOTICE

There is an expectation that trustees and all committee members will have read/reviewed reports included in Board/Committee agendas and that they will endeavour, where possible, to seek clarification of questions/concerns with the board/staff resource person prior to the meeting.

York Catholic District School Board

**MINUTES
POLICY REVIEW COMMITTEE**

October 12, 2016

Attending:

Committee Members: C. Cotton, C. Ferlisi, M. Marchese, D. Mazzotta

Absent with Notice: T. Ciaravella

Other Trustees in Attendance: E. Crowe, D. Giuliani

Administration: F. Bagley, M. Battista, A. Chan, J. Porter

Other Guests: M. Totten

Recording: J. Di Bratto

Presiding: C. Ferlisi

1. Approval of the Agenda

**MOTION Mazzotta/Marchese
CARRIED**

2. Approval of the Previous Minutes – June 13, 2016

With a minor revision, THAT the minutes be approved.

**MOTION Crowe/Mazzotta
CARRIED**

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: N/A

4. OUTSIDE PRESENTATIONS: N/A

5. STAFF PRESENTATIONS:

Report: Police School Board Protocol

Further to the June 13, 2016 Policy Review Committee Meeting, F. Bagley introduced M. Battista, Superintendent of Education: School Leadership and Safe Schools, Elementary, to present the updated Police School Board Protocol. M. Battista shared that a joint committee comprised of the four school boards (English Catholic, English Public, French Catholic and French Public) and York Regional Police have made mandated legislative revisions to the protocol which include, the duty to report section with the addition of referral to CAS protocols, changes in mandatory calls to YRP to reflect threats of serious physical injury included in bullying and cyber-related incidents, inclusion of lockdown procedures, inclusion of bomb threat procedures and further clarification of the role of Police and Administrators in investigations.

M. Battista also shared that joint training for Senior Administration, Principals and Vice-Principals has been mandated by the provincial task force and will be taking place October 14, 21, 25, 28, December 16 and January 31, 2017. All administrators will attend one of the sessions, and in addition, during each Area Leadership Team meeting, the Family of Schools Community VIP officers will attend to present case studies that administrators will discuss and problem solve together. This should be completed by January 2017. Principals will present the new Police School Board Protocol to their staffs following the training sessions. M. Battista will meet with L. Coulter to discuss training for the other employee groups of the York Catholic District School Board. The committee suggested some minor revisions and requested that M. Battista communicate these with the writing committee. The committee endorsed the revised Police School Board Protocol document.

**MOTION Crowe/Marchese
CARRIED**

7:30 p.m. Upon completing her presentation, M. Battista excused herself from the Policy Review Committee Meeting.

Approval Authority Schedule (AAS)

A. Chan presented the Approval Authority Schedule (AAS) to advise the Policy Review Committee members that the only revisions to the document are those that reflect the organizational changes for the past year including the Associate Director, Strategic Leadership and Chief Financial Officer and Treasurer of the Board. The committee accepted the updated information.

6. ACTION ITEMS

Occupational Health & Safety Policies

Policy 409 Occupational Health & Safety

Policy 425 Respectful Workplace – Rename Workplace Harassment

Policy 426 Sexual Harassment (Workplace) (Terminate due to inclusion in Policy 425)

Policy 427 Workplace Violence (Terminate due to inclusion in Policy 425)

Policy 403 Support Services Recruitment and Promotion

Policy 404 Academic Services Recruitment and Promotion (Request to Terminate - Policy 405A)

Appointments to Academic Administrative Positions: Supervisory Officers, Principals and Vice-Principals and Policy 405B Appointment to Academic Positions of Added Responsibility due to inclusion in Policy 404)

C. Ferlisi presented all action items on the agenda on block. As Chair of the Committee, C. Ferlisi requested to defer the policies in L. Coulter's absence but comments would be noted. Through some detailed discussion the committee had comments and suggestions regarding each of the Human Resources policies listed above including suggested revisions to guidelines and procedures. E. Crowe asked that when Staff is bringing a report to terminate policies, the current version of the policy be included so that the committee can compare and review. Also, M. Marchese shared that she will forward two documents from the Ministry of Labour that may assist with the revisions to the Workplace Harassment Policy. F. Bagley will be discussing the suggestions and revisions with L. Coulter. L. Coulter will revise and present at a future Policy Review Committee Meeting.

DISCUSSION

Policy 119 Disposition of Complaints Against Trustees

(Business Arising from Minutes of the June 21st, 2016 Regular Meeting of the Board, Section 4).

F. Bagley presented this policy as endorsed through the Policy Review Committee meeting June 13, 2016 and presented for the approval of the Board at the Regular Meeting of June 21, 2016. At that time, D. Giuliani requested that the policy be brought back to Policy Review for further discussion. The committee discussed concerns with the policy and requested to defer this policy for a couple of months due to documentation that has been received by C. Cotton through OCSTA. C. Cotton wishes to have an opportunity to review the document as it contains a number of items within our guidelines and procedures that are not within the act. C. Cotton will communicate with F. Bagley when her review is complete. Suggested revisions will be discussed with L. Coulter and presented at a future Policy Review Committee meeting.

7. INFORMATION ITEMS

Policy 115 Perquisites

F. Bagley invited A. Chan to present the policy that is up for its five (5) year review in December. With some minor revisions Policy 115 Perquisites was moved and approved.

MOTION Cotton/Crowe

CARRIED

Policy 808 Travel, Meals and Expense Reimbursement

A. Chan advised the Policy Review Committee that this policy has been updated to reflect the organizational changes for the past year, primarily to replace the Associate Director, Corporate Services and the Treasurer of the Board with the Chief Financial Officer and Treasurer of the Board. In addition, the related procedures were updated to include the Travel Reimbursement Input Program (TRIP). With some detailed discussion the

committee suggested minor revisions as well as an additional report indicating Administrators claims. The committee also requested that Trustee invoices for Telecommunication Services are only needed at the beginning of the year and then again at the end of the year to cross reference amounts. Trustees will be required to provide invoices if amounts are different for the month. A procedure will be implemented to accommodate this change. A. Chan will present the revised policy and the Administrators claims report at the November 14th, 2016 Policy Review Committee Meeting.

Post Meeting: A discussion was held between D. Mazzotta, E. Crowe and A. Chan resulting in the Administrators claims report being retracted.

Policy 411 Workplace Accommodation (Request to Terminate)

Due to absence of L. Coulter this policy was deferred and will be presented at the next Policy Review Committee meeting at a future Policy Review Committee meeting.

Policy 602 Safe Arrival, Safe Departure & Attendance – Elementary

F. Bagley presented the revised policy which has been updated with additional language that is clearer as it relates to the provision for teachers to take attendance during transition periods throughout the day. F. Bagley advised that School Superintendents will review the revisions to this policy with their Principals at their next ALT and then Principals will communicate the revised procedure to all staff. The committee appreciated the rewording in the policy. D. Mazzotta suggested that a process pertaining to the immediate location of a student in the school be added to the policy when the parent has received a message from the school denoting their child's absence, and the parent has contacted the school to advise that their child was in fact sent to school. F. Bagley will revise the policy accordingly. This policy will be presented at the Policy Review Committee meeting on Tuesday, November 15, 2016.

8. Future Discussion Items

Policies to be brought to future Policy Committee Meetings

Policy 119	Disposition of Complaints against Trustees
Policy 217	Sexual Harassment (Students)
Policy 403	Support Services Recruitment and Promotion
Policy 404	Academic Services Recruitment and Promotion
Policy 406	Performance Appraisal of Academic Staff
Policy 407	Criminal Background Checks
Policy 409	Occupational Health & Safety
Policy 410	Principal & Vice Principal Performance Appraisal
Policy 411	Workplace Accommodation
Policy 423	Conflict of Interest for Employees
Policy 424	Disposition of Complaints about Board Employees
Policy 426	Sexual Harassment (Workplace)
Policy 427	Workplace Violence
Policy 428	Racial & Ethnocultural Harassment

9. Adjournment

That, the Policy Review Committee meeting adjourned at 9:30 p.m.

MOTION Cotton/Marchese

CARRIED

10. Next Policy Review Committee meeting: Monday, November 14, 2016, 6:30 p.m. in Room 100.

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 611
<i>Former Policy #</i>	<i>Page</i> 1 of 4
<i>Original Approved Date</i> February 7, 2012	<i>Subsequent Approval Dates</i>

POLICY TITLE: CRIMINAL BACKGROUND CHECKS - SERVICE PROVIDERS

SECTION A

1. PURPOSE

The York Catholic District School Board ("Board") affirms its responsibility to provide a safe and secure learning and working environment for students and staff. The Board is in a position of trust with regards to students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01, the Collection of Personal Information, the Board commits to implementing appropriate measures to ensure that those service providers having direct and regular contact with students are free of any criminal records which may place students at risk.

2. POLICY STATEMENT

It is the policy of the Board to allow opportunities for providing goods or services requiring direct and regular contact with students, only to individuals free of any criminal records.

3. PARAMETERS

- 3.1 The Board shall comply with Ontario Regulation 521/01, the Collection of Personal Information, as it pertains to Service Providers.
- 3.2 The Board shall implement procedures to address governance of criminal background checks for Service Providers.
- 3.3 Service Providers shall only provide goods and/or services to the Board when all required documentation with respect to criminal background checks has been received by the appropriate party, as is outlined in the procedures.
- 3.4 Criminal background check procedures are subject to audit by the Board.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the Criminal Background Checks – Service Providers policy.

4.2 Chief Financial Officer & Treasurer of the Board

4.2.1 To ensure that this Policy is administered as approved.

4.2.2 To oversee the ongoing implementation of this Policy.

4.3 Senior Administrators

4.3.1 To support the implementation and compliance with the policy and related guidelines.

4.3.2 To ensure awareness of, and compliance with, approved Policy by their staff members.

4.4 Principals

4.4.1 To ensure compliance with this Policy, for Service Providers selected by School Administration.

4.5 Purchasing Services Manager

4.5.1 To ensure awareness of and compliance with approved Policy.

4.5.2 To develop and implement procedures and review on an ongoing basis.

4.5.3 To adjudicate, where required.

4.6 Purchasing Services Staff

4.6.1 To ensure awareness of and compliance with approved Policy among end users involved in the engagement of Service Providers.

4.6.2 To apply related procedures to ensure compliance with this Policy, for Service Providers selected via a competitive process.

5. DEFINITIONS

5.1 Board-Appointed Service Provider

Service Providers engaged by Purchasing Services via a competitive bid process.

5.2 Criminal Background Check

A document concerning an individual that was prepared by a police force within six months before the day the Board collects the document, containing information concerning the individual's personal criminal history.

5.3 Direct and Regular Contact with Students

Working with students face-to-face or having unsupervised access to students on a recurring basis.

5.4 Goods

Tangible consumable items.

5.5 Services

Tasks performed by individuals.

An individual who comes into direct contact with students on a regular basis at a school site of the Board in the normal course of:

5.6.2 An employee of a person or entity who provides goods or services to the Board, or;

5.6.3 Providing services to a person or entity who provides goods or services to the Board.

Service Providers selected by School Administration.

Ontario Regulation 521/01 *The Collection of Personal Information*
YCDSB Purchase Reference Guide

Date _____

Date _____

Date

Date _____

POLICY TITLE: CRIMINAL BACKGROUND CHECKS – SERVICE PROVIDERS

SECTION B: GUIDELINES

The Board's procedures, an addendum to this policy, contain information related to the following components:

- 1. Criminal Background Check Requirements**
 - 1.1 Initial, annual and subsequent requirements
 - 1.2 Level of criminal background check required
- 2. Board-appointed Service Providers**
 - 2.1 Examples of Board-appointed Service Providers
 - 2.2 Responsibilities of Purchasing Services
- 3. School Administration appointed Service Providers**
 - 3.1 Examples of School Administration appointed Service Provider
 - 3.2 Principal's responsibilities

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	<i>Policy Number</i> 615
<i>Former Policy #</i> 707	<i>Page</i> 1 of 6
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
Dec 19, 1995	May 27, 1997

POLICY TITLE: EDUCATIONAL PARTNERSHIPS

SECTION A

1. PURPOSE

The York Catholic District School Board believes that partnerships between the Board or Schools and community that support the Mission, Vision, Core Values and Strategic Commitments of the Board, may provide opportunities to make a positive impact on student achievement through direct involvement with students.

The purpose of this policy is to provide parameters and to clarify procedures for the approval of partnership arrangements at the Board and/or School level.

For further clarification, this policy does not apply to Educational-Out of Classroom Activities as defined in *Policy 303*, *Community Planning and Partnerships* as defined in *Policy 704*, *Sponsorships* as defined in *Policy 607*, *Charitable Donations* as defined in *Policy 603B* or *Community Use of Schools* (Permits) as defined in *Policy 703*.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to support and enhance the quality of Catholic education for learners.

This policy outlines the considerations and guiding principles, as well as the procedures and processes for the approval of educational partnerships that will have a positive impact to learning opportunities for students. The policy, guidelines and procedures provide a framework of accountability, transparency and fairness to guide the effective oversight of educational partnership arrangements.

3. PARAMETERS

3.1 Educational Partnerships shall be aligned with the Mission, Vision, Core Values and Strategic Commitments of the York Catholic District School Board.

- 3.2 Educational partnerships shall support curriculum expectations that enhance student achievement and well-being.
- 3.3 Educational partnerships shall not compromise nor exploit students and/or employees.
- 3.4 Educational partnerships shall be under the supervision of Board and/or School staff.
- 3.5 Educational partnership opportunities or arrangements shall follow application, review, and approval processes that are open, fair and transparent and in accordance with the guidelines and procedures of this policy.
- 3.6 Board employees shall not use their influence or position for personal gain or to advance the interest of any potential corporate or community partner during the educational partnership application, review and approval processes.
- 3.7 Employees shall, as far as practical, avoid placing themselves in conflict of interest situations, whether real or perceived. Employees shall take all reasonable steps, at any and all times, to avoid the exercise of any influence on Board decisions in which they have a personal interest. Employees in doubt concerning the propriety of any action concerning the Board shall disclose a possible conflict of interest to their immediate supervisor for determination.
- 3.8 Educational partnerships shall be for a specified period of time.
- 3.9 The Board shall reserve the right to terminate any educational partnership agreement that is, or is deemed to be, in contravention with the Board's Mission, Vision, Core Values and Strategic Commitments or contrary to Church teachings.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Educational Partnerships policy, guidelines and procedures.

4.2 Superintendents of Education

- 4.2.1 To support Principals with the implementation of the Educational Partnerships policy, guidelines and procedures as required.
- 4.2.2 To participate in application of Educational Partnerships where appropriate.
- 4.2.3 To ensure that insurance and liability clauses shall be part of the educational partnership agreement.

4.3 Principal

- 4.3.1 To ensure proper implementation of the Educational Partnerships policy and procedures.
- 4.3.2 To process all Educational Partnership applications and/or contracts in accordance with the parameters outlined in the Educational Partnerships policy, its guidelines and associated procedures.
- 4.3.3 To ensure that insurance and liability clauses shall be part of the educational partnership agreement and require the consultation of appropriate Board level staff.

4.4 Teachers

- 4.4.1 To submit all requests for Educational Partnerships to the Principal in accordance with the parameters outlined in the Educational Partnerships policy, its guidelines and associated procedures.

5. DEFINITIONS

5.1 Conflict of Interest

- 5.1.1 A situation in which an employee, whether for himself/herself or for some other person(s) attempts to promote a private or personal interest which results or could appear to result in:

- An interference with the Mission, Vision, Core Values, and/or Strategic Commitments of the Board
- A gain or an advantage by virtue of his/her position in the York Catholic District School Board.

OR

- 5.1.2 A situation in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interest of the Board or when there is a reasonable basis for the perception of such conflict.

OR

- 5.1.3 A situation in which access to, or quality of service rendered by, an employee is affected by any form of privilege, favouritism or special arrangement between an employee and another party, including a student or a student's family.

5.2 Educational Partnership

A formal arrangement, between a school or the Board and an individual or group of individuals that provides a service with a direct link to curriculum expectations that align with the Board's Mission, Vision, Core Values and Strategic Commitments enhancing student achievement and well-being. The quality and relevance of learning involves contact with students under the supervision of Board and/or School staff. Educational Partnerships may or may not have financial implications to the school depending on the relationship of that partnership.

5.3 Employee

Any individual employed by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

6. CROSS REFERENCES

YCDSB Policy 304A	Research
YCDSB Policy 319	Supplementary Learning Resources
YCDSB Policy 423	Conflict of Interest for Employees
YCDSB Policy 611	Criminal Background Checks – Service Providers

7. RELATED FORMS

YCDSB AAS	Authority Approval Schedule
YCDSB FOI 2011	Annual Parental Consent FOI Form – September 2011
YCDSB Protocol	Third Party Protocol for External Partnerships

May 27, 1997
Date

May 27, 1997
Date

Date _____

Date _____

POLICY TITLE: EDUCATIONAL PARTNERSHIPS

SECTION B: GUIDELINES

The following guidelines are intended to support YCDSB Policy 615 *Educational Partnerships* and provide a framework of accountability, transparency and fairness to guide the effective oversight of partnership arrangements.

GUIDING PRINCIPLES

1. Educational Partnerships shall:
 - 1.1. Enhance the quality and relevance of education for all learners;
 - 1.2. Be mutually beneficial to all participants;
 - 1.3. Provide opportunities to meet shared social responsibilities toward education;
 - 1.4. Be based on clearly defined expectations;
 - 1.5. Be based on shared or aligned objectives that support the strategic goals of the Board/School;
 - 1.6. Allocate resources, if applicable, to complement and not replace public funding for education.
 - 1.7. Be designed to meet the needs of students, enhance curriculum, and support student achievement
2. Development of educational partnership agreements shall:
 - 2.1. Clearly define roles and responsibilities of all partners;
 - 2.2. Recognize and respect each partners' expertise;
 - 2.3. Ensure that the resources and/or services are compatible with the Mission, Vision, Core Values, Strategic Commitment and policies of the Board;
 - 2.4. Identify the reasons for the partner's interest in the Board or School and conversely, the Board's or School's interest in the partner(s);
 - 2.5. Identify the program and/or event that the partner will have direct student involvement;
 - 2.6. Identify the representative of the community or business partner with whom staff will work and liaise;
 - 2.7. Clearly define the expectations of the partner and the relevance to specific curriculum expectations.
3. The use of students as a captive audience for the commercialization of a product shall be avoided. The educational partnership is to be Board and/or School directed within a mutually beneficial association that does not entail the use of students as a captive audience for corporate promotion.
4. Special concern must be taken when requests are made to actively promote a product or service to students as opposed to enhancing the learning opportunities for students in relation to specific curriculum expectations.
5. Educational partnerships involving the use of educational materials are to be examined for bias, inaccuracies and self-serving promotion.

LEVELS OF EDUCATIONAL PARTNERSHIP

Educational partnership agreements must provide, as part of the application and/or contract a direct link to student achievement, student engagement and curriculum and be aligned with the Board's Mission, Vision and Strategic Commitments.

Level	Impact	Type	Approval Process
Level 1: Short-Term Contract	School	This is usually a project-specific face-to-face event or activity that will affect one school or one class . It is often a one-time event, and usually requires minimal time.	Principal approval in consultation with teacher
Level 2: Classroom Support	School	Normally, this type of face-to-face contract covers one or more complete classes, divisions or departments and lasts for one or more full terms or semesters .	Principal approval in consultation with teacher.
Level 3: Formal Contract	School and /or Board	This type of contract usually involves a complete school (or several departments) initiated at the School level or a system level partnership initiated at the Board level .	A comprehensive educational partnership agreement/contract that may involve contractual obligations. Principal, in consultation with teacher(s), submits a completed Educational Partnership Approval form (Admin 39A) along with the educational partnership documentation to the appropriate Superintendent. Requires approval from the appropriate Superintendent.



York Catholic District School Board

PROCEDURE:

EDUCATIONAL PARTNERSHIPS APPROVAL PROCESS

An Addendum to Policy 615: Educational Partnerships

Effective: xxxx 2016

PURPOSE

These procedures are designed in conjunction with the *YCDSB Policy 615 – Educational Partnerships* and specify the process for the approval of educational partnerships.

Educational partnerships are formal arrangements, between a school or the Board and an individual or group of individuals that provides a service with direct link to curriculum expectations, that align with the Board's Mission, Vision, Core Values and Strategic Commitments enhancing student achievement and well-being. The quality and relevance of learning involves contact with students under the supervision of Board and/or School staff. Educational Partnerships may or may not have financial implications to the school depending on the relationship of that partnership.

For further clarification, this policy does not apply to Educational-Out of Classroom Activities as defined in Policy 303, *Community Planning and Partnerships* as defined in Policy 704, Sponsorships as defined in Policy 607, *Charitable Donations* as defined in Policy 603B or *Community Use of Schools* (Permits) as defined in Policy 703.

APPROVAL PROCESS

Depending on the level of the Educational Partnership, the process for approval shall be as follows:

1. The Principal shall review and approve Level 1 and Level 2 educational partnerships in consultation with the teacher, as needed. Documentation, if applicable, is to be maintained with the school records as support to any funds collected, deposited and expended.
2. Applications for Level 3 Educational Partnerships will be reviewed by the appropriate Superintendent of Education: School Leadership along with the submitted Educational Partnership Approval form (Admin 39A) and supporting documentation. The Superintendent of Education: School Leadership will determine the consultation requirements, if any, based on the submitted documentation (Appendix A). These may include:
 - a. Director of Education and/or Associate Director
 - b. Facilities/Maintenance Department (if involving school facilities or grounds)
 - c. Finance Department
 - d. Information Systems Department (if involving computers/technology)
 - e. Curriculum, Student Services and/or Communications Department (if impacted by an educational partnership)
 - f. Any other department or Senior Administrator that may be impacted by an educational partnership or is in need of being consulted given the nature of the educational partnership
3. Educational partnerships that involve academic programs, facilities, grounds, equipment and/or resources require consultation and final approval from the appropriate Superintendent of Education: School Leadership.
4. Insurance and liability clauses shall be part of the educational partnership agreement and require the consultation of appropriate Board level staff.
5. As Level 3 educational partnerships are approved, the Superintendent of Education: School Leadership will send an authorizing email to the Principal or appropriate Board staff who submitted the application.

6. Any funding for local school educational partnerships (Levels 1-3) will be deposited into the school bank account distinguished in the appropriate sub-ledger as an “**Educational Partnership**” and will be processed in the same manner as other school generated funds. Backup documentation regarding the educational partnership is the responsibility of the Principal and is to be maintained at the school level for 6 +1 years for auditing purposes.
7. Any funding for Board educational partnerships shall be processed and posted as revenue to the board in a separate fund centre. Supporting documentation regarding the educational partnership is the responsibility of the individual submitting the application and is to be maintained for auditing purposes for 6 +1 years.
8. An educational partnership agreement may be terminated by the School or the Board if it is, or is deemed to be, in contravention of the Board’s Mission, Vision, Core Values and Strategic Commitments or contrary to Church teachings.

YORK CATHOLIC DISTRICT SCHOOL BOARD

Educational Partnership Approval
(Required for Level 3 Only)

Board Form	Board Form No.
Administration	Admin 39(a)
Classification	Retention
Community	6 +1 = 7 yrs
Approval Date	Revision Date
	Nov 2016

School Name: _____

Contact Name: _____ (Principal/Board Staff)

Please complete and submit this form to the appropriate Superintendent of Education: School Leadership **PRIOR** to accepting any Level 3 educational partnership(s) as per YCDSB Policy 615. **Attach all documentation pertaining to this educational partnership that will assist in the approval process.** Please note that educational partnerships **do not** include the exchange of public recognition (advertising) for the corporation/community partner, are not considered to be donations and therefore, not eligible for income tax receipts.

1. **Educational Partner (Corporation/Community partner name):**

2. Term of Educational Partnership:

One Time only ☐ OR From: _____ To: _____ **Current year only**

3. Summarize the conditions/terms of the Educational Partnership agreement (if any):
(Refer to YCDSB Approval Authority Schedule (AAS) terms and conditions)

4. List the educational opportunities of how student achievement and/or well-being will be enhanced:

5. List specific curriculum links, expectations or experiential learning of this partnership:

Date Submitted: _____ Principal Signature _____

Submitted to Superintendent of Education: School Leadership:

(Superintendent Name)

This section for use by the Superintendent of Education: School Leadership

YCDSB Department involved: _____ Not applicable _____

Final Approval ☐ Granted ☐ Not Approved Reason _____

Signature of Principal and Superintendent of Education: School Leadership

Principal _____ Superintendent _____

Date: _____

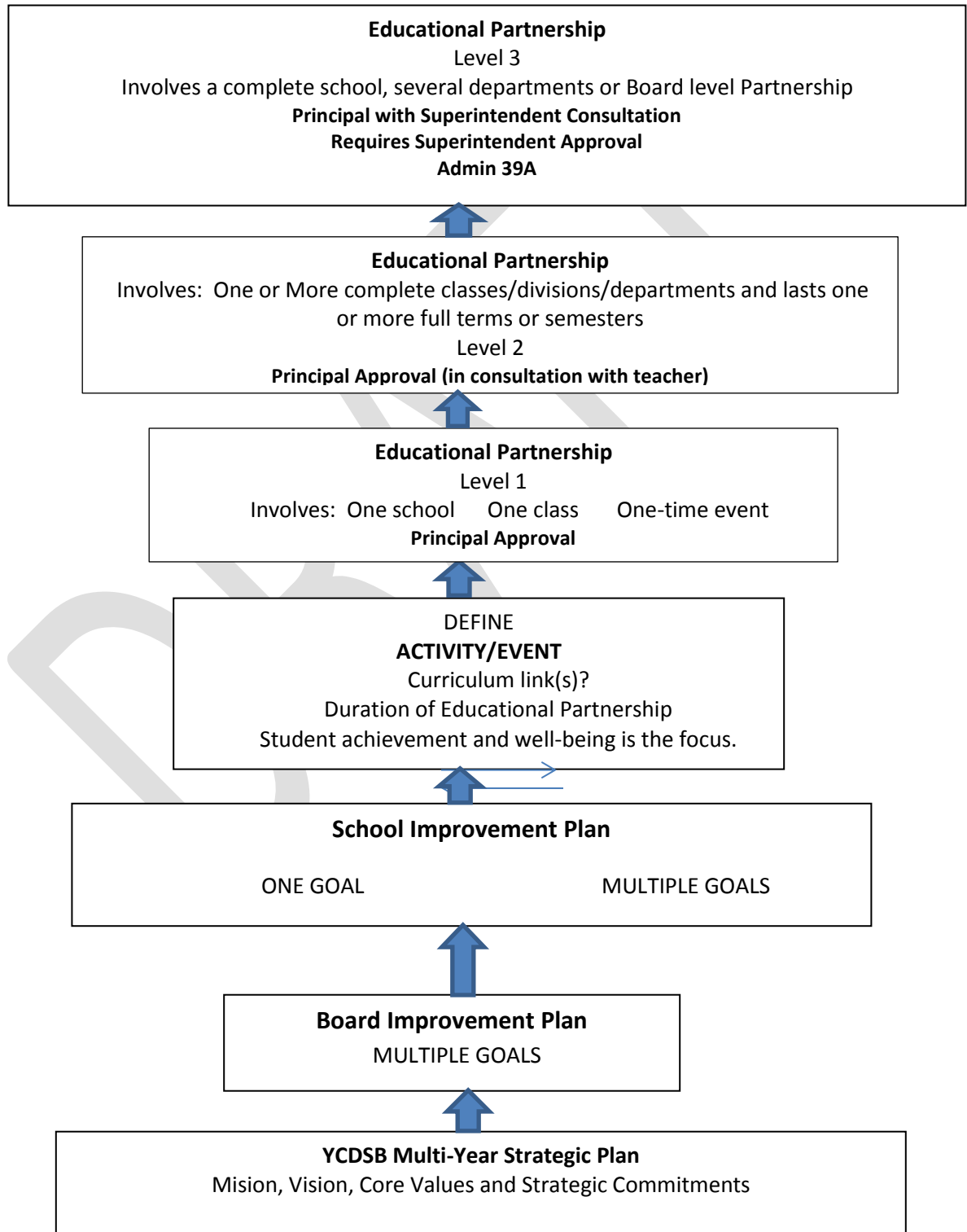
LEVELS OF EDUCATIONAL PARTNERSHIP

Educational partnership agreements must provide, as part of the application and/or contract a direct link to student achievement, student engagement and curriculum and be aligned with the Board's Mission, Vision, Core Values and Strategic Commitments.

Level	Impact	Type	Approval Process
Level 1: Short-Term Contract	School	This is usually a project-specific face-to-face event or activity that will affect one school or one class . It is often a one-time event, and usually requires minimal time.	Principal approval in consultation with teacher
Level 2: Classroom Support	School	Normally, this type of face-to-face contact covers one or more complete classes, divisions, or departments and lasts for one or more full terms or semesters.	Principal Approval in consultation with teacher
Level 3: Formal Contract	School and/or Board	This type of contract usually involves a complete school (or several departments) initiated at the School level or a system level partnership initiated at the Board level.	A comprehensive educational partnership agreement/contract that may involve contractual obligations. Principal, in consultation with teacher(s), submits a completed Educational Partnership Approval form (Admin 39A) along with the educational partnership documentation to the appropriate Superintendent. Requires approval from the appropriate Superintendent.

EDUCATIONAL PARTNERSHIPS FLOWCHART

Educational Partnerships shall be aligned with the Mission, Vision, Core Values and Strategic Commitments of the York Catholic District School Board.
Educational partnerships shall support curriculum expectations that enhance student achievement and well-being.



YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 106
<i>Former Policy #</i> 803	<i>Page</i> 1 of 6
<i>Original Approved Date</i> May 1969	<i>Subsequent Approval Dates</i> May, 1988 June 22nd, 1999 January 2003 March 25, 2008 February 25, 2014

SECTION A

POLICY TITLE: DELEGATIONS TO THE BOARD AND INPUT TO AGENDA ITEMS

1. PURPOSE

The Board recognizes that *all stakeholders* need to have a voice in the decision making process of the Board and to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur.

2. POLICY STATEMENT

The York Catholic District School Board values the input members of the community may provide into issues where they have a particular concern or interest subject to approved guidelines. Therefore, it is the policy of York Catholic District School Board that delegations to the Board enable members of the community to give timely input on items to be discussed on a Board Agenda.

3. PARAMETERS

In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.

DELEGATIONS TO THE BOARD: PUBLIC PRESENTATIONS

- 3.1 An individual or delegation wishing to make a presentation to the Board shall process the request through the Secretary to the Director's Office: Trustee Services who will provide direction and a copy of Form Admin. 29(a) which must be fully completed and received at least seven (7) days prior to the date of the meeting.

- 3.2 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Secretary to the Director's Office: Trustee Services as outlined in parameter 3.1.
- 3.3 Upon receipt of an Admin 29(a), the Executive Committee of the Board will review the request, and determine whether the presentation will be heard before the whole Board, in a private session of the Board, referred to a committee of the Board, or referred to the Director of Education to determine appropriate action(s).
- 3.4 At the discretion of the Chair, delegations may be added to a Board agenda in the event of a time sensitive situation.
- 3.5 No more than three (3) delegations will be approved for any Board meeting without approval of the Executive Committee of the Board.
- 3.6 The Chair reserves the discretion to defer a request for a presentation.
- 3.7 Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the parameters for the presentation.
- 3.8 Up to three (3) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair. Additional written material in support of the presentation may be provided to Trustees at the meeting.
- 3.9 A maximum of *ten (10)* minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.
- 3.10 Where the matter brought before the Board requires a decision, the Board reserves the right not to make the decision at the same meeting at which a presentation is heard. The individual or the official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning the presentation is to be considered.

DELEGATIONS TO THE BOARD: PRESENTATION OF A PETITION

- 3.11 An individual or delegation wishing to present a petition to the Board shall present a written copy of the petition to the Recording Secretary at least fifteen (15) minutes prior to the start of the Board Meeting along with a completed Admin 29(a). Receipt of the petition will be noted by the Chair on behalf of the Board during the Presentations segment of the Agenda.
- 3.12 Following approval to hear a petition, before the full Board or a committee of the Board, the spokesperson for the group presenting a petition shall be allowed to address the Board, if they so desire, in public session or in camera, as determined by the Chair of the Board.

- 3.13 A maximum of three (3) minutes is allowed to present a petition. The Chair may choose to extend the time.
- 3.14 A Trustee may also present a petition to the Board on behalf of their community during the “Presentations” segment of the Agenda
- 3.15 After receiving a petition, and where the matter requires a decision, the Board reserves the right not to make the decision at the same meeting at which the petition is presented. The official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning a petition to be considered.

DELEGATIONS TO THE BOARD: PRESENTATION OF INPUT RELATED TO AN ITEM ON THE AGENDA

- 3.16 An individual or delegation wishing to give input to the Board, related to any item on the Agenda, shall notify the Secretary to the Director’s Office: Trustee Services at least fifteen (15) minutes prior to the start of the Board Meeting. The Secretary to the Director’s Office: Trustee Services will provide a copy of Admin 29(b) for completion and approve the request if the item is on the agenda and inform the spokesperson for the group of the parameters for the presentation.
- 3.17 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy as part of their presentation to give input to the Board, related to an item on the Agenda, must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Secretary to the Director’s Office: Trustee Services as outlined in parameter 3.15.
- 3.18 One person may serve as spokesperson for the group and no other members of the group shall address the Board, except by request of a Trustee and permission of the Chair. Additional written material in support of the presentation may be provided to Trustees at the meeting.
- 3.19 Each presentation of input shall be limited to a maximum of three (3) minutes. The Chair may choose to extend the time.
- 3.20 In the interest of operating efficient board meetings, there may be occasions when presentations of input are limited.
- 3.21 After hearing the presentation, the Board reserves the right not to make a decision at the same meeting at which the related presentation is heard.

DELEGATIONS TO THE BOARD: PUPIL ACCOMMODATION REVIEW OF SCHOOLS

- 3.22 *When a Special Meeting of the Board is convened to receive delegations related to a Final Staff Report with Community Consultation (Report 2) parameters 3.16 to 3.21 of this policy shall be waived.*

- 3.23 Members of the public will be given the opportunity to provide feedback on a *Final Staff Report with Community Consultation (Report 2)* through public delegations to the Board of Trustees at a Special Meeting of the Board no later than ten (10) business days after a *Final Staff Report with Community Consultation (Report 2)* is publicly posted.
- 3.24 The Special Meeting of the Board to receive public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be announced and advertised publicly by the Board through a range of communication methods and shall be posted on the Board's website.
- 3.25 In accordance with Ministry *Guidelines* and in alignment with Board Policy 713: *Pupil Accommodation of Schools*, there is no limit to the number of delegations approved for presentation at the Special Meeting of the Board as it is designated solely to receiving input to a *Final Staff Report with Community Consultation (Report 2)*. There may be occasion where the number of delegation requests received exceeds the time allotment of the Special Meeting of the Board. If this occurs another Special Meeting of the Board shall be confirmed by the Chair of the Board.
- 3.26 An individual or delegation wishing to give input to the Board related to a *Final Staff Report with Community Consultation (Report 2)* may notify the Secretary to the Director's Office: Trustee Services at any time prior to the start of the Special Meeting of the Board or notify designated personnel at any time during the Special Meeting of the Board. A copy of Admin 29(b) for completion will be distributed to the individual or delegation.
- 3.27 One person may serve as spokesperson for the group and no other members of the group shall address the Board, except by request of a Trustee and permission of the Chair.
- 3.28 Additional written material in support of the presentation may be provided to Trustees at the meeting, but shall be provided to the Secretary to the Director's Office for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.29 Each presentation of input shall be limited to a maximum of five (5) minutes. The Chair may choose to extend the time.
- 3.30 Feedback received through the presentation of public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be included in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.31 On the date of the Regular Meeting of Board where a decision related to a Pupil Accommodation Review, specifically a school consolidation and/or closure, is to be made by the Board of Trustees, parameters 3.16 to 3.21 of this policy shall be suspended.

DELEGATIONS TO THE BOARD: PRESENTATIONS ON "IN CAMERA" MATTERS

- 3.30 Items should be forwarded to the Executive of the Board for consideration.

4. RESPONSIBILITIES

4.1 Executive Committee

4.1.1 To receive, review and approve requests to make a presentation before the Board.

4.2 Director of Education

4.2.1 To oversee compliance with the Delegations to the Board And Input to Agenda Items policy.

4.3 Secretary to the Director's Office – Trustee Services or Recording Secretary

4.3.1 To manage requests to make a public presentation or present a petition to the Board.

5. DEFINITIONS

5.1 Delegation

A generic term intended to mean the assignment of authority and responsibility to a spokesperson to carry out a specific activity. For the purposes of this policy, the spokesperson would represent a delegation when:

- making a presentation
- presenting a petition, or
- giving input related to an item on the Agenda to the Board or a committee of the Board.

5.2 Petition

A formal request presented to an Official of the Board pertaining to a defined issue and/or concern. Such request will be presented in the form of a typewritten document containing original signatures only, written directly on the face of the petition, printed names, addresses postal codes and telephone numbers. Email, faxed or photocopied petitions are not accepted and will not be presented.

5.3 Presentation

A formal talk made to the whole Board or in a private session of the Board relating to a specific issue or concern.

6. RELATED FORMS

YCDSB Form: Admin 29(a) Public Request to Make a Presentation or Present a Petition

YCDSB Form: Admin 29(b) Public Request to Make a Presentation Related to An Item on the Agenda

YCDSB Policy 101 Meta Policy: Policy Management and Governance – Appendix A “Rationale for the Development of a Proposed Policy or Revision to an Existing Policy”

Approval by Board	May 1969 <i>Date</i>
Effective Date	May 1969 <i>Date</i>
Revision Date(s)	February 25, 2014 <i>Date</i>
Review Date	February 2019 <i>Date</i>

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 208
<i>Former Policy #:</i>	<i>Page</i> 1 of 3
<i>Original Approved Date:</i> July 2nd, 2003	<i>Subsequent Approval Dates:</i> July 2nd, 2008 October 7th, 2008

POLICY TITLE: STUDENT DISABILITY ACCOMMODATION

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that there are students of the Board who because of a disability, (as defined in Section 10(1) of the *Ontario Human Rights Code*) require accommodation in order to be successful learners. These students do not meet the criteria of an 'exceptional' learner (Ministry of Education definition) and therefore their needs would not be addressed through Special Education. This policy is intended to clarify the Board's commitment to the principle of equitable opportunity and treatment without discrimination for all students including the right to reasonable accommodation.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that a student with a disability shall be accommodated in such a way as to enable success while preserving and enhancing the student's personal dignity, self-respect and self-worth.

3. PARAMETERS

This policy and related procedures apply to the accommodation of student disabilities not addressed through the Special Education process.

- 3.1 The individual needs of each student must be considered and assessed prior to developing an accommodation plan.
- 3.2 Accommodation(s) shall support the student's academic achievement and/or participation in the learning process.
- 3.3 The needs of a student with a disability are to be accommodated in a manner that respects their dignity and self-worth.
- 3.4 Confidentiality is to be maintained.

4. RESPONSIBILITIES

4.1 Principal

- 4.1.1 To Initiate/accept the request for accommodation in good faith unless there are legitimate reasons for acting otherwise.
- 4.1.2 To oversee the development and communication of the Student Disability Accommodation Plan, *Appendix E* with pertinent school staff and parent or student over the age of 18.
- 4.1.3 To track, monitor and review the implementation of the plan.
- 4.1.4 To advocate for the student and represent the parent in the accommodation process.

4.2 Parent/Guardian/Student over 18 years of age

- 4.2.1 To request an accommodation, due to a disability, to the Principal.
- 4.2.2 To complete the "Application for Student Disability Accommodation" *Appendix C*.
- 4.2.3 To provide the "Physician's Report re Medical Accommodation" *Appendix D*, if appropriate.
- 4.2.4 To ensure that up-to-date current and accurate information is provided by a licensed physician/specialist, on an ongoing basis.
- 4.2.5 To participate in discussions regarding possible accommodation solutions.
- 4.2.6 To collaborate with experts whose assistance is required to inform the accommodation process when information is required.
- 4.2.7 To communicate with the principal on an ongoing basis to inform the accommodation process.
- 4.2.8 To share specific details of the disability so that proper accommodations can be designed.

4.3 Teacher

- 4.3.1 To collaborate with both parent and administration in the accommodation plan development and implementation.
- 4.3.2 To implement and monitor the accommodations in accordance with the plan.

5. DEFINITIONS

5.1 Disability*

Excerpts from Section 10(1) of the *Ontario Human Rights Code*:

- 5.1.1 Any degree of physical disability such as epilepsy, diabetes, a brain injury, any degree of paralysis etc.
- 5.1.2 Physical injury or impairment.
- 5.1.3 A condition of mental impairment or mental disorder, such as students suffering from phobias, anxiety, etc.

*The Board also recognizes that certain medical conditions, for example, Asthma or Anaphylaxis, may also need to be considered and accommodated.

5.2 Exceptional Student

A student who's behavioural, intellectual, physical, communication or multiple exceptionalities are such that he or she is considered to need placement in a special education program by an Identification Placement Review Committee (IPRC) of the Board.

5.3 Student

The term student when used with parent/guardian refers to a student over 18 years of age.

All terms used in this Policy and procedures hereunder shall bear the meanings ascribed to them under the *Human Rights Code* and the *Education Act*, as applicable. The Board reserves to itself all defenses available at law.

6. CROSS REFERENCES

YCDSB Policy 206 Protection of Students with Asthma
YCDSB Policy 209 Protection of Students with Anaphylaxis
YCDSB Diabetes Management Independent Procedure
Education Act, Regulation 181
Accessibility for Ontarians with Disabilities Act, 2005
Education Act
Ontario Human Rights Code

Approval by Board

July 2nd, 2008

Date

Effective Date

September 1st, 2008

Date

Revision Dates

Date

Review Date

June, 2013

Date



York Catholic District School Board

PROCEDURE: STUDENT DISABILITY ACCOMMODATION

Addendum to Policy 208: Student Disability Accommodation

Effective: xxx 2016

PURPOSE

These procedures are designed in conjunction with *YCDSB Policy 208 – Student Disability Accommodation* and specify the process for a student with a disability to be accommodated in such a way as to enable success while preserving and enhancing the student's personal dignity, self-respect and self-worth.

These procedures **pertain** to students who because of a disability as defined in Section 10(1) of the *Ontario Human Rights Code*, require an accommodation in order to be successful learners.

These procedures **do not pertain** to a student identified through the Identification Placement Review Committee (IPRC) process as an 'exceptional' learner (*Education Act s. 1*)

RATIONALE

These procedures will guide the development, review, revision and implementation of the *Student Disability Accommodation* policy aligned with the definition of 'disability' noted in Section 10(1) of the *Ontario Human Rights Code* as follows:

1. Any degree of physical disability such as epilepsy, diabetes, a brain injury, any degree of paralysis, etc.
2. Physical injury or impairment.
3. A condition of mental impairment or mental disorder, such as students suffering from phobias, anxiety, etc.

PROCEDURES

The Principal shall...

- 1.1 Meet with the Parents/Guardians to discuss the need for a student accommodation plan, upon request.
- 1.2 Provide the Parent/Guardian or student, if over eighteen (18) years of age with 'Accommodating a Student with a Disability' information package (Appendices A-E).
- 1.3 Share the accommodation request (Appendix C) with the School Based Resource Team (SBRT) in the Elementary level or the Student Success Team (SST) in the Secondary level.
- 1.4 Facilitate the development of the Student Disability Accommodation Plan (Appendix E) in conjunction with appropriate staff.
- 1.5 Share with the Parent/Guardian or student and pertinent staff once the plan is completed.
- 1.6 Investigate, whether additional resources or information are required to provide the accommodation(s) through discussion with the School Superintendent of Education or other relevant board personnel (i.e.: Physical Management, Behaviour Resource, Speech/Language, Psychology, Program Consultant)
- 1.7 Discuss any concerns with the accommodation plan with the parent. If at any time the Parent/Guardian or student is dissatisfied with the Accommodation Plan (Appendix E) and has been unable to resolve the issue through discussions with the Principal/, he or she may submit the concerns in writing to the School Superintendent of Education copied to the Principal.
- 1.8 Discuss the issue with the appropriate Superintendent of Education. Within ten (10) working days of receiving the Parent/Guardian letter, the School Superintendent of

Education shall contact the Parent/Guardian or student to discuss the issue(s).

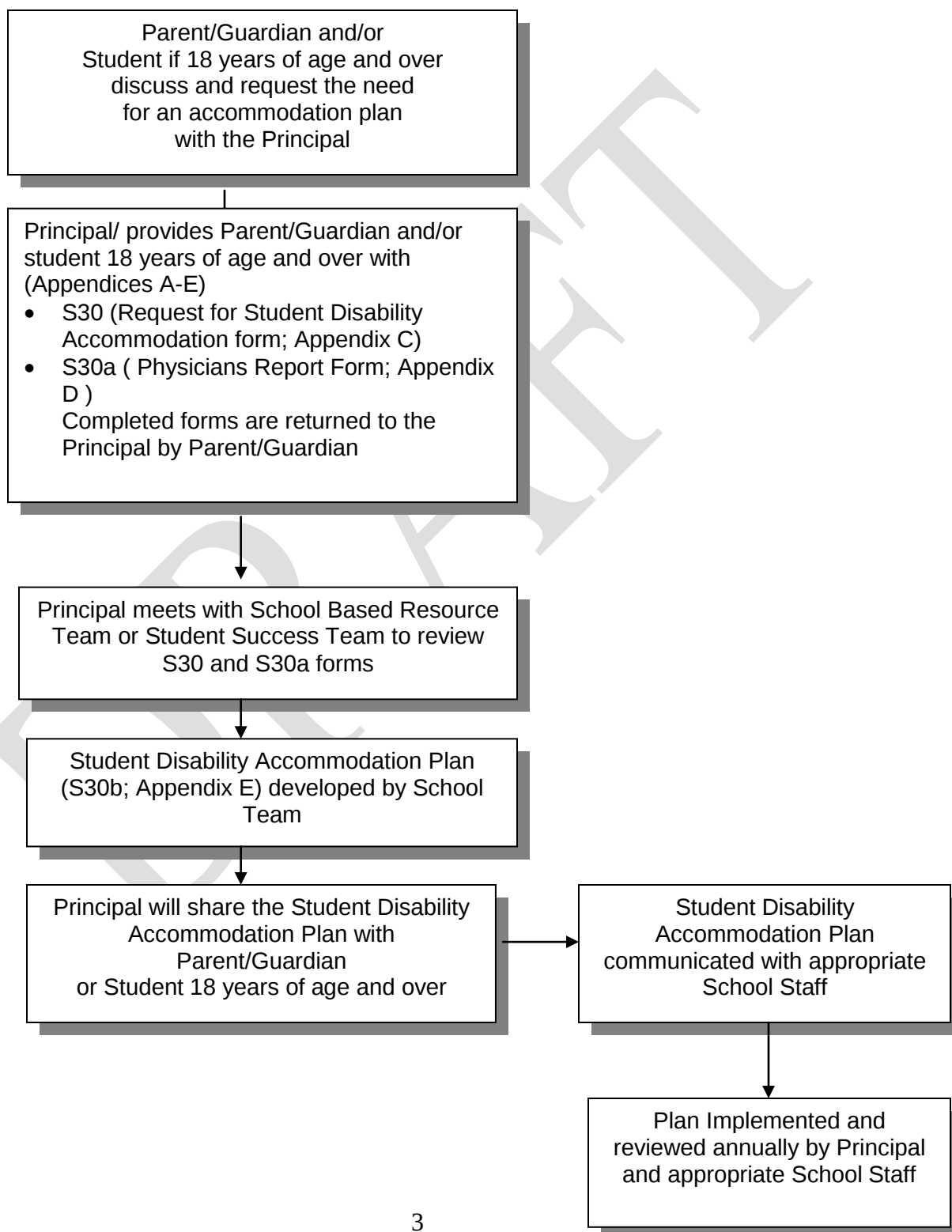
The School Superintendent of Education shall...

- 1.9 Make inquiries and communicate his or her conclusions to the Parent/Guardian or student within ten further working days. At the request of the Parent/Guardian or student, the response will be provided in writing.
- 1.10 **Provide** a written response from the School Superintendent of Education. If the Parent/Guardian or student remains dissatisfied with the Board's accommodation measures, the Parent/Guardian or student may within ten (10) working days of receipt of that written response, address a letter to the Director of Education outlining their concerns.

The Director of Education shall...

- 1.11 **Review** the letter of concern and make inquiries in order to determine whether the requirements of the Board's policy and accompanying procedures have been met. On request of the Parent/Guardian or student, the Director of Education will provide a decision in writing.
- 1.12 **Make the final decision.**

YORK CATHOLIC DISTRICT SCHOOL BOARD

ACCOMMODATING A STUDENT WITH A DISABILITY

Sample Letter on School Letterhead

ACCOMMODATING A STUDENT WITH A DISABILITY

Dear Parent/Guardian/Student (over 18 years of age):

It is the policy of the York Catholic District School Board that a student with a disability shall be accommodated in such a way as to enable success while preserving and enhancing the student's personal dignity, self-respect and self-worth.

In order to support the request for accommodation of a disability, we ask that you complete the attached forms.

Once the attached forms have been completed, please return them to the school office to my attention. A 'Student Disability Accommodation Plan' will be developed and a copy will be shared with you.

If you have any questions regarding the student disability accommodation process and/or plan, please do not hesitate to contact me.

Regards,

Principal



York Catholic District School Board

APPLICATION FOR STUDENT DISABILITY ACCOMMODATION

(To be completed by Parent/Guardian or Student 18 years of age and over)

STUDENT'S PERSONAL DATA

Surname: _____	Home Address: _____
First Name: _____	_____
Date of Birth: _____ month/day/year	Home Phone Number: _____

1. What accommodation(s) are being requested?

2. Have there been any previous formal requests for accommodations? If yes, please indicate what the accommodations were, or provide a copy of the accommodation plan.

3. Describe the signs and/or symptoms of the disability.

4. Describe any barrier(s) and/or obstacle(s) that may impact the learning process, in relation to the disability.

5. Is this request for accommodation(s) temporary ☐ or permanent ☐ ? (Please check appropriate box)

If it is temporary, please state the necessary time period. _____

The Board reserves the right to obtain expert opinion or advice where needed.

Name of Person Completing Form: _____
Date Completed: _____
Signature: _____

Freedom of Information

Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection and the use of this personal information should be directed to the Privacy Manager – Freedom of Information, York Catholic District School Board, 320 Bloomington Rd. W., Aurora, Ontario, L4G 0M1 or (905) 713-2711.

PHYSICIAN'S REPORT RE: MEDICAL ACCOMMODATION

Dear Attending Physician:

Please complete the information requested below. This information, and any future requests for information, will be used to develop an appropriate accommodation plan for this student. Please release the report to your patient so they can forward to his/her school.

SECTION A: STUDENT INFORMATION (please print)

Surname: _____ Given Name: _____

Date of Birth: _____

SECTION B: PARENT OR STUDENT (IF 18 YEARS OF AGE) AUTHORIZATION

I hereby authorize you to provide the information requested below to the York Catholic District School Board.

Signature: _____

SECTION C: ATTENDING PHYSICIAN'S REPORT

Please describe how the student's current medical condition necessitates accommodations in the school environment?

Is this a temporary ☐ or permanent ☐ disability? (Please check appropriate box)

Please state the time period if temporary.

Physician's stamp: _____

Telephone #: _____ Fax #: _____

MD Signature: _____ Date: _____

Freedom of Information

Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection and the use of this personal information should be directed to the Privacy Manager – Freedom of Information, York Catholic District School Board, 320 Bloomington Rd. W., Aurora, Ontario, L4G 0M1 or (905) 713-2711.

**STUDENT DISABILITY ACCOMMODATION PLAN**

Student Name: _____

Date of Birth: _____

Student Number: _____

School: _____

Accommodation Plan developed by: _____ Review Date: _____

Objectives	Actions	Person Responsible for Actions	Who needs to be aware of Action	Review date	Updates

Principal Signature _____

Date: _____

Place Copy in Student O.S.R. (Ontario Student Record)

cc: Parent/Guardian
Student (if over 18)
Teacher(s)**Freedom of Information**

Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection and the use of this personal information should be directed to the Privacy Manager – Freedom of Information, York Catholic District School Board, 320 Bloomington Rd. W., Aurora, Ontario, L4G 0M1 or (905) 713-2711.

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 602
<i>Former Policy #:</i> 703	<i>Page</i> 1 of 5
<i>Original Approved Date:</i> December 21, 1999	<i>Subsequent Approval Dates:</i> April 6, 2010 June 26, 2015 xxxx, 2016

**POLICY TITLE: SAFE ARRIVAL, SAFE DISMISSAL & ATTENDANCE –
ELEMENTARY**

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that managing and monitoring student attendance throughout the instructional day is the mutual responsibility of the home and school. When a student is absent from school, late coming to school, needing to leave school early or late returning home from school, communication between the home and school must be an automatic procedure. This is especially important in the case of an unexplained failure to arrive at school, attend scheduled classes or return home on time.

2. POLICY STATEMENT

The York Catholic District School Board is committed to strong communication between the home and the school in relation to student arrival and dismissal as well as attendance throughout the instructional day. Such communication is important for the safety of our students, the efficient operation of the school, as well as for ensuring that Parents/Guardians are kept informed. Therefore, in order to promote the safety of our students, it is the policy of the Board to support the development and implementation of effective safe arrival, safe dismissal and attendance procedures which are performed as part of elementary school attendance taking.

3. PARAMETERS

- 3.1 The safety of students is the collective responsibility of the Parent/Guardian and the school.
- 3.2 The responsibility for communicating a student absence, lateness to or early dismissal from the school on a timely basis is the Parent's/Guardian's.

- 3.3 In order to ensure timely communication between home and school or school and home, the Parent/Guardian shall ensure the provision of current and accurate 'emergency contact' information to the school.
- 3.4 School staff is responsible for communicating the non-attendance of any student in their scheduled classes to the office immediately.
- 3.5 School staff is responsible for communicating the late dismissal of a student to the Parent/Guardian in a timely manner.
- 3.6 The "Safe Arrival & Safe Dismissal" procedures shall be communicated to the school community at a minimum of twice per school year (i.e., September and February), as well as during the registration process of any new student.
- 3.7 The "Safe Arrival & Safe Dismissal" procedures should be aligned with other Board, school and community safety programs and initiatives.
- 3.8 "Safe Arrival" procedures, specifically, the "Student Arrival Reporting" procedures for Parents/Guardians shall be posted on the school website.
- 3.9 "Safe Dismissal" procedures shall be posted on the school website for Parent/Guardian reference.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Safe Arrival, Safe Dismissal & Attendance – Elementary policy.

4.2 Principal

- 4.2.1 To ensure the communication and implementation of the Board's automated safe arrival procedures for the managing and monitoring of student attendance.
- 4.2.2 To ensure the establishment, communication and implementation of a safe dismissal procedure.
- 4.2.3 To inform the school community of the "Safe Arrival & Safe Dismissal" procedures a minimum of twice per school year and during the registration of any new student.
- 4.2.4 To post "Safe Arrival & Safe Dismissal" procedures on the school website.
- 4.2.5 To implement procedures for monitoring and recording student attendance each morning and each afternoon of every school day and during all specialist, itinerant and rotary classes.
- 4.2.6 To maintain an effective message system that will receive calls outside of school hours.
- 4.2.7 To establish a procedure that immediately addresses if/when the Safe Arrival automated system has notified a Parent/Guardian of their child's absence and the Parent/Guardian has reported back to the school that their child should be in attendance.
- 4.2.8 To establish a procedure for student attendance tracking during transition times throughout the instructional day.
- 4.2.9 To establish a procedure for informing a Parent/Guardian when a student will

- be late leaving school/arriving home.
- 4.2.10 To obtain from the Parent/Guardian, at the beginning of every school year, information on how and where they may be contacted by the school during the school day (Form S2 – Contacts/Emergency & Consent).
 - 4.2.11 To ensure that current and accurate student attendance information is recorded and available at all times.
 - 4.2.12 To ensure that staff filling in for absent teachers are familiar with the school's "Safe Arrival & Safe Dismissal" procedures as well as attendance taking during transition times throughout the instructional day.
 - 4.2.13 To ensure that the Parent/Guardian is contacted as soon as possible and informed of the student's absence when an unexplained absence is recorded.
 - 4.2.14 To ensure that the Parent/Guardian of any regular bus riding student, who is unexpectedly late and no notice to substantiate the lateness has been received by the school, is notified immediately.
 - 4.2.15 To notify the Police of a student's absence in situations where contact cannot be made with the Parent/Guardian, Caregiver and/or Emergency Contacts, and no reason for the student's absence has been substantiated or is known.
 - 4.2.16 To ensure a log of outgoing calls is maintained.

4.3 Human Resources

- 4.3.1 To provide appropriate training related to the Board's automated "Safe Arrival" procedures to relevant employee groups.

4.4 Parent/Guardian

- 4.4.1 To provide current and accurate 'emergency contact' information to the school (Form S2 – Contacts/Emergency & Consent).
- 4.4.2 To inform the school through the "Safe Arrival Parent Portal Website" or by calling the "Parent Toll Free Safe Arrival Phone Number" when their child will be absent or late or in need of early dismissal.
- 4.4.3 To provide the school with a reason for their child's absence, lateness or early dismissal through the Safe Arrival program or a written note.
- 4.4.4 To provide a signature for their child's **late arrival** for students in Grades JK-3 in the School Student Attendance Log available in the main office.
- 4.4.5 To provide a signature for their child's **early dismissal** for students in Grades JK-8 in the School Student Attendance Log available in the main office.
- 4.4.6 To provide a note to the school authorizing permission for another adult to pick up their child.

4.5 Teachers & Instructors

- 4.5.1 To record attendance after the opening exercises of each morning and afternoon session as well as during transition times between specialist, itinerant and rotary classes.
- 4.5.2 To send attendance registers to the office immediately after attendance is recorded both in the morning and the afternoon, even if there is no change from the morning attendance or there is a nil absence report.
- 4.5.3 To notify the office immediately in order to amend the attendance register if a student arrives to class without an "Admittance Slip" and the attendance register has already been submitted to the office.
- 4.5.4 To notify the office immediately if a student is not present during the transition between teachers or classes and no reason for the absence can be substantiated or is known.

- 4.5.4 To communicate with the Parent/Guardian regarding a student's late dismissal from school, if the lateness is significantly different from the usual arrival time to home.

4.6 Other Staff (including but not limited to teaching staff, educational assistants, educational intervenors and custodians)

- 4.6.1 To be vigilant in ensuring that each student is in their respective classroom during the times school is in session.
- 4.6.2 To report to the Principal when a student is not attending class as required.

4.7 Students

- 4.7.1 To arrive at school on time each day.
- 4.7.2 To return from the lunch recess on time if parental permission to be off school property has been received by the Principal.
- 4.7.3 To attend school and classes each day, as required.

4.8 School Secretary

- 4.8.1 To complete the "Student Information System" data entry from information contained in Form S2 – Contacts/Emergency & Consent as expeditiously as possible.
- 4.8.2 To update the school's Safe Arrival voicemail message annually.
- 4.8.3 To complete Safe Arrival responsibilities as efficiently and expeditiously as possible.
- 4.8.4 To immediately implement the procedure to address if/when the Safe Arrival automated system has notified a Parent/Guardian of their child's absence and the Parent/Guardian has reported back to the school that their child should be in attendance.

5. DEFINITIONS

5.1 Safe Arrival Procedures

An automated reporting series of steps which are performed in conjunction with daily school attendance taking to ensure student safety and to account for any student's absence or late arrival.

5.2 Safe Dismissal Procedures

A series of steps that Schools establish and communicate to Parents/Guardians to account for:

- 5.2.1 The safe dismissal of students at the end of the school day or following after-school/co-curricular programs and events, and,
- 5.2.2 Any unexplained student absence from a school-sanctioned after-school activity or event.

6. CROSS REFERENCES

Education Act

Ontario Regulation 298 – Operation of Schools

Ministry of Education Policy/Program Memorandum No. 123 – Safe Arrivals

Police & School Board Protocol

YCDSB Student Arrival Reporting Procedures

7. RELATED FORMS

YCDSB S2 Contacts/Emergency & Consent Form

Approval by Board	June 26, 2015 <i>Date</i>
Effective Date	June 26, 2015 <i>Date</i>
Revision Dates	June 26, 2015 <i>Date</i>
Review Date	June 2020 <i>Date</i>

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Finance	<i>Policy Number</i> 808
<i>Former Policy #</i>	<i>Page</i> 1 of 3
<i>Original Approved Date</i> February 7, 2012	<i>Last Approved Dates</i> January 26, 2016

POLICY TITLE: TRAVEL, MEALS AND EXPENSE REIMBURSEMENT

1. PURPOSE

The purpose of the policy is to clarify the procedures to be followed when public funds are used for the reimbursement of travel, meals, and other expenses.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to outline the process, rules and principles for the reimbursement of travel, meals and other expenses. The policy provides a framework of accountability, transparency, value for money and fairness to guide the effective oversight of public resources in the reimbursement of expenses incurred while on Board business.

3. PARAMETERS

3.1 Application and Scope

This policy sets out the rules for managing travel, meals and other expenses for reimbursement. These rules apply to:

3.1.1 Board Trustees

3.1.2 Board employees

3.1.3 External Committee Appointees

3.1.4 External consultants and contractors engaged by the Board, to provide consulting or other services.

3.2 This policy shall not prevail over legislation or collective agreements.

3.3 This policy shall be based on four key principles:

3.3.1 Accountability - All expenses support business objectives. Prior approval to incur expenses must be obtained.

3.3.2 Transparency - The rules for incurring and reimbursing travel, meal and other expenses are clear and easily understood.

3.3.3 Value for Money - Plans for travel, meals, accommodation and other expenses are necessary and economical with due regard for health and safety.

3.3.4 Fairness - Legitimate authorized expenses incurred are reimbursed.

3.4 This policy shall be administered in conjunction with the Travel, Meals and Expense Reimbursement Procedures.

3.5 Record-keeping practices must be maintained for verification and audit purposes.

3.6 Employees who have a Board issued Purchasing Card ("P-Card") shall use it whenever possible following Board P-Card procedures for travel, meals and expense reimbursement.

- 3.7 Expenses for a group must only be claimed by the most senior person present. Expenses cannot be claimed by an individual on behalf of his/her approver.
- 3.8 Amounts expended that are in excess of the Board's maximum meal reimbursement rate will be the responsibility of the claimant.
- 3.9 All reimbursement shall be approved in accordance with York Catholic District School Board Approval Authority Schedule (AAS). Approvers are prohibited from approving their own expenses.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To be responsible for establishing rules with respect to reimbursement of expenses while on Board business.

4.2 Director of Education

- 4.2.1 To oversee the compliance of the Travel, Meals and Expense Reimbursement policy.
- 4.2.2 **May** approve exceptions to this policy.

4.3 Chief Financial Officer and Treasurer of the Board (CFO)

- 4.3.1 To ensure that the policy and procedures adhere to the Broader Public Sector (BPS) Expense Directive and ensure that applicable staff are accurately informed with respect to this policy.
- 4.3.2 To approve exceptions to this policy.
- 4.3.3 **May** review and update policy and procedures on a periodic basis.

4.4 Claimants

- 4.4.1 To ensure compliance with all Board policies and procedures
- 4.4.2 To obtain all appropriate approvals before incurring expenses.
- 4.4.3 To submit original, itemized receipts with all claims and ensure claim does not exceed the actual amount spent.
- 4.4.4 To submit claims monthly, but at least within ninety (90) calendar days of the date of travel.
- 4.4.5 To provide explanation where required if claim receipts are inadequate.
- 4.4.6 To plan and schedule their day to ensure the most economical and efficient route is taken to minimize the expenditure.
- 4.4.7 To submit all travel expenses prior to September 15, for the fiscal year ending August 31.
- 4.4.8 To submit any claims for expenses, if leaving employment or taking a leave of absence, prior to departure.

4.5 Approvers

- 4.5.1 To ensure compliance with all Board policies and procedures.
- 4.5.2 To exercise best judgement to ensure expenses are minimized.
- 4.5.3 To provide approval for expenses that was incurred while on Board business.
- 4.5.4 To ensure that the conference or external workshop/seminar is necessary, reasonable, associated with the employee's duties, and supports the objectives of the Board.
- 4.5.5 To certify claims for travel are based on a planned and scheduled work day using the most economical and efficient route to minimize expenditures.
- 4.5.6 To provide approval only for claims that includes all appropriate documentation.
- 4.5.7 Ensure that expenditures are within approved annual budget allocations.

5. CROSS REFERENCES

YCDSB Policy 105	Trustee Professional Development
YCDSB Policy 111	Trustee Services and Expenditures
YCDSB Policy 423	Conflict of Interest
YCDSB Policy 701	Access to School and Board Premises
YCDSB Policy 801	Use of Board/School Funds for Recognition/Acknowledgement purposes
YCDSB Policy 802	Purchasing, Lease & Rental of Goods & Services
YCDSB Policy 803	School Generated Funds

Related Procedures and Forms:

Admin 3 Expense Reimbursements for non-mileage expenses
Admin 19B Exception Approval Form
Admin 83 Professional Development, Travel Meals and Other Expenses
Out of Province (outside ONTARIO) Application and Authorization Form
Professional Membership Fees
Purchasing Card Procedure
Purchasing Reference Guide
Travel Reimbursement Input Program (*TRIP*) accessed through MyPortal
TRIP Quick reference guide and User Guide for Claimant and Approver
York Catholic District School Board Approval Authority Schedule (AAS)

Other:

Ministry of Education, Broader Public Sector Expenses Directive
Ministry of Education, Broader Public Sector Perquisites Directive

Approval by Board	January 26, 2016 <i>Date</i>
Effective Date	January 27, 2016 <i>Date</i>
Revision Dates	January 26, 2016 <i>Date</i>
Review Date	January 2021



York Catholic District School Board

MEMO

To: Policy Review Committee

From: Fran Zeppieri, Manager of Child Care Services

Date: November 14, 2016

Report: Before and After School Child Care Program Enrolment Summary

Further to the Policy Review Committee meeting held on January 21, 2015, the Policy Review Committee requested the information attached to be presented on an annual basis.

This memo is intended to provide information related to the number of children enrolled in child care programs, specifically Before and After School child care programs as is listed as:

Child Care / School Age Enrolment (by Trustee)

Childcare / School Age Enrolment

2016-2017

Sorted by Trustee

Elementary Schools	Trustee	School Enrolment 2016-2017				Child Care / Before & After Care 2016-2017		Total FDK Percentage of Children in Child Care / Before & After Care	Total Grades 1-6 Percentage of Children in Before & After Care
		FT		FDK	Grade 1 - 6	FDK	Grade 1 - 6	%	%
		J.K.	S.K.	TOTALS	TOTALS	TOTALS	TOTALS		
Christ the King	Ann Stong/Domenic Mazzotta	43	45	88	439	32	118	36%	27%
Corpus Christi	Ann Stong/Domenic Mazzotta	12	31	43	139	20	29	47%	21%
Father Frederick McGinn	Ann Stong/Domenic Mazzotta	43	54	97	345	26	69	27%	20%
Father Henri Nouwen	Ann Stong/Domenic Mazzotta	15	19	34	183	17	30	50%	16%
Our Lady Help of Christians	Ann Stong/Domenic Mazzotta	26	37	63	280	26	45	41%	16%
Our Lady of Hope	Ann Stong/Domenic Mazzotta	22	37	59	354	13	30	22%	8%
Our Lady of the Annunciation	Ann Stong/Domenic Mazzotta	18	26	44	208	13	45	30%	22%
St. Anne	Ann Stong/Domenic Mazzotta	15	22	37	169	13	18	35%	11%
St. Charles Garnier	Ann Stong/Domenic Mazzotta	28	25	53	177	15	24	28%	14%
St. John Paul II	Ann Stong/Domenic Mazzotta	26	29	55	176	13	30	24%	17%
St. Joseph, Richmond Hill	Ann Stong/Domenic Mazzotta	24	30	54	158	12	28	22%	18%
St. Marguerite D'Youville	Ann Stong/Domenic Mazzotta	27	29	56	276	24	43	43%	16%
St. Mary Immaculate	Ann Stong/Domenic Mazzotta	20	23	43	188	12	29	28%	15%
All Saints	Carol Cotton	28	33	61	252	12	49	20%	19%
St. Anthony	Carol Cotton	25	24	49	181	22	21	45%	12%
St. John XXIII	Carol Cotton	21	15	36	136	10	27	28%	20%
St. Justin Martyr	Carol Cotton	32	40	72	410	9	45	13%	11%
St. Matthew	Carol Cotton	13	11	24	113	4	13	17%	12%
St. Michael Academy	Carol Cotton	23	29	52	237	24	42	46%	18%
St. Monica	Carol Cotton	42	39	81	254	20	39	25%	15%
St. Rene Goupil-St. Luke	Carol Cotton	37	21	58	141	21	34	36%	24%
Blessed Scalabrini	Cathy Ferlisi	21	23	44	134	21	49	48%	37%
Holy Family	Cathy Ferlisi	28	24	52	95	0	10	0%	11%
Our Lady of the Rosary	Cathy Ferlisi	28	32	60	182	9	15	15%	8%
St. Cecilia	Cathy Ferlisi	72	83	155	464	52	140	34%	30%
St. Joseph the Worker	Cathy Ferlisi	14	31	45	329	14	32	31%	10%
Our Lady of Fatima	Dino Giuliani	43	37	80	322	9	37	11%	11%
San Marco	Dino Giuliani	23	29	52	153	8	17	15%	11%
St. Andrew	Dino Giuliani	41	27	68	271	21	86	31%	32%
St. Angela Merici	Dino Giuliani	33	33	66	207	11	35	17%	17%
St. Catherine of Siena	Dino Giuliani	24	21	45	172	9	24	20%	14%
St. Clement	Dino Giuliani	36	37	73	231	20	56	27%	24%
St. Margaret Mary	Dino Giuliani	41	29	70	227	20	33	29%	15%
St. Padre Pio	Dino Giuliani	48	37	85	390	26	80	31%	21%
St. Peter	Dino Giuliani	33	21	54	184	18	14	33%	478%

Elementary Schools	Trustee	School Enrolment 2016-2017				Child Care / Before & After Care 2016-2017		Total FDK Percentage of Children in Child Care / Before & After Care	Total Grades 1-6 Percentage of Children in Before & After Care
		FT		FDK	Grade 1 - 6	FDK	Grade 1 - 6		
		J.K.	S.K.	TOTALS	TOTALS	TOTALS	TOTALS	%	%
St. Stephen	Dino Giuliani	26	42	68	363	26	66	38%	18%
Holy Name	Elizabeth Crowe	51	67	118	302	20	28	17%	9%
Holy Spirit	Elizabeth Crowe	23	19	42	177	18	30	43%	17%
Light of Christ	Elizabeth Crowe	34	18	52	190	17	30	33%	16%
Our Lady of Grace	Elizabeth Crowe	27	28	55	159	19	29	35%	18%
St. Brendan	Elizabeth Crowe	99	97	196	462	50	94	26%	20%
St. Brigid	Elizabeth Crowe	45	57	102	244	26	30	25%	12%
St. Jerome	Elizabeth Crowe	32	50	82	370	39	75	48%	20%
St. Joseph, Aurora	Elizabeth Crowe	59	61	120	260	8	60	7%	23%
St. Mark	Elizabeth Crowe	64	50	114	280	26	55	23%	20%
St. Mary	Elizabeth Crowe	41	66	107	365	20	40	19%	11%
St. Patrick, Schomberg	Elizabeth Crowe	30	39	69	194	26	30	38%	15%
Guardian Angels	Maria Marchese	63	65	128	293	65	75	51%	26%
Immaculate Conception	Maria Marchese	37	46	83	480	11	69	13%	14%
St. Agnes of Assisi	Maria Marchese	33	36	69	267	23	68	33%	25%
St. Clare	Maria Marchese	14	21	35	235	3	9	9%	4%
St. Emily	Maria Marchese	49	51	100	454	24	80	24%	18%
St. Francis of Assisi	Maria Marchese	18	27	45	164	14	34	31%	21%
St. Gabriel the Archangel	Maria Marchese	21	17	38	184	18	50	42%	27%
St. Gregory the Great Academy	Maria Marchese	19	22	41	242	6	38	15%	16%
St. John Bosco	Maria Marchese	32	20	52	146	10	26	19%	18%
St. Mary of the Angels	Maria Marchese	80	82	162	494	76	97	47%	20%
St. Michael the Archangel	Maria Marchese	67	65	132	474	39	105	30%	22%
St. Veronica	Maria Marchese	65	60	125	498	21	80	17%	16%
San Lorenzo Ruiz	Marlene Mogado	34	46	80	364	26	90	33%	25%
Sir Richard W. Scott	Marlene Mogado	33	28	61	219	8	29	13%	13%
St. Benedict	Marlene Mogado	24	24	48	151	3	14	6%	9%
St. Edward	Marlene Mogado	0	0	0	350	0	59	0%	17%
St. Francis Xavier	Marlene Mogado	30	28	58	189	4	21	7%	11%
St. Joseph, Markham	Marlene Mogado	32	30	62	190	36	48	58%	25%
St. Julia Billiard	Marlene Mogado	52	52	104	391	26	80	25%	20%
St. Kateri Tekakwitha	Marlene Mogado	35	31	66	242	26	58	39%	24%
St. Patrick, Markham	Marlene Mogado	33	40	73	202	24	30	33%	15%
St. Vincent de Paul	Marlene Mogado	14	15	29	93	5	16	17%	17%
Blessed Trinity	Teresa Ciaravella	42	54	96	333	26	50	27%	15%
Divine Mercy	Teresa Ciaravella	19	27	46	246	26	37	57%	15%
Father John Kelly	Teresa Ciaravella	27	22	49	153	20	50	41%	33%
Holy Jubilee	Teresa Ciaravella	42	53	95	368	31	55	33%	48.15%

Elementary Schools	Trustee	School Enrolment 2016-2017				Child Care / Before & After Care 2016-2017		Total FDK Percentage of Children in Child Care / Before & After Care	Total Grades 1-6 Percentage of Children in Before & After Care
		FT		FDK	Grade 1 - 6	FDK	Grade 1 - 6		
		J.K.	S.K.	TOTALS	TOTALS	TOTALS	TOTALS	%	%
Our Lady of Peace	Teresa Ciaravella	27	41	68	313	13	45	19%	14%
Pope Francis	Teresa Ciaravella	47	32	79	132	20	31	25%	23%
St. David	Teresa Ciaravella	26	28	54	212	13	28	24%	12%
St. James	Teresa Ciaravella	43	37	80	287	28	29	33%	10%
St. Raphael de Archangel	Teresa Ciaravella	36	40	76	321	26	53	34%	17%
Canadian Martyrs	Theresa McNicol	59	66	125	317	26	42	21%	13%
Good Shepperd	Theresa McNicol	13	13	26	94	8	15	31%	16%
Notre Dame	Theresa McNicol	39	43	82	313	26	50	32%	16%
Our Lady of Good Counsel	Theresa McNicol	25	15	40	156	6	21	15%	13%
Prince of Peace	Theresa McNicol	34	28	62	195	16	29	26%	15%
St. Bernadette	Theresa McNicol	32	31	63	119	16	26	25%	22%
St. Elizabeth Seton	Theresa McNicol	47	59	106	341	14	30	13%	9%
St. John Chrysostom	Theresa McNicol	27	22	49	174	18	28	37%	16%
St. Nicholas	Theresa McNicol	39	24	63	139	26	30	41%	22%
St. Thomas Aquinas	Theresa McNicol	31	25	56	182	13	25	23%	14%
TOTAL ELEMENTARY		2,965	3,118	6,139	22,260	1,727	3,851	28%	17%

TOTAL
5,578